

# Using HMIS for Billing Functions

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On the Horizon:  
Expanding the Uses of  
Human Services Data Systems



# Objectives

1. Understanding reporting requirements.
2. Identification of data fields within an HMIS system for billing purposes.
3. Adding a process for billing collection.



# Billing Types

1. Emergency Shelter Grant (ESG)
2. Shelter Plus Care (SPC)
3. Homeless Prevention and Rapid Re-housing (HPRP)



# HMIS Assumptions

1. HMIS meets data standards for client level reporting & users are entering all data elements.
2. HMIS has a method of grouping persons into households based on an individual program stay.
3. HMIS can generate reports on a period specified by the user (e.g. monthly).



# ESG in IDIS

ESG Reporting → IDIS

For shelters and “transitional shelters”

Activity Type: Homeless Assistance

Objective: Create a suitable living environment

Outcome: Availability/Accessibility

No HMIS Prep is required – all data is the result of the collection of Data Standards Fields.



# ESG Beneficiaries

<http://www.disasterhousing.gov/offices/cpd/about/performance/feedback/ESGDraftScreens.pdf>

## 1. Number served (adults/children)

Annual Number Served

Adults: \_\_\_\_\_

Children: \_\_\_\_\_



# ESG Beneficiaries

## 2. Racial/ethnic characteristics

	# Total	# Hispanic
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
Am. Indian/Alaskan Native & Black African Am.		
Other Multi-Racial		7



# ESG Beneficiaries

## 3. Households Served

<b>Annual Number of Households (Singles)</b>	<b>Total</b>	<b># Male</b>	<b># Female</b>
Unaccompanied 18 and over			
Unaccompanied under 18			
<b>Annual Number of Households with Children</b>	<b>Total</b>	<b># Male</b>	<b># Female</b>
Single 18 and over			
Single 18 and under			
Two Parents 18 and over			
Two Parents under 19			
<b>Annual Number of Family Households with No Children</b>	<b>Total</b>		



# ESG Beneficiaries

## 4. Subpopulations

- Chronically Homeless (Emergency Shelter Only)
- Severely Mentally Ill
- Chronic Substance Abuse
- Veterans
- Persons with HIV/AIDS
- Victims of Domestic Violence
- Elderly

[one person may be in multiple responses]



# ESG Process

On a monthly basis ESG grantees submit a report from HMIS and their financial reimbursement request to the jurisdiction.

These two reports contain all the information required by IDIS for draws from ESG.



# ESG Reporting Results

## Results:

- Data on persons served is entered into HMIS on a regular basis because it is required for monthly billing.  
(no data no \$ reimbursement)
- Data quality increases as a monthly pull and submission requires the agency to actually look at their data.



# CAPER

## Annual Reporting

For the final draw of the reporting jurisdiction's HUD operating year an unduplicated annual report should be required. These numbers should then provide the basis of information needed for the **CAPER** reports.



# SPC

- SPC is drawn from the LOCCS system by the grantee (PHA or local jurisdiction).
  - LOCCS ask for the type and number of units and tenants being assisted with this drawdown of funds and the amount of funds to be drawn down for each grant type and program component.
- That same entity is required to submit an Annual Progress Report to HUD.
- In order to do this rental data must be captured in HMIS.



# SPC Rental Data

ADD NEW RENTAL DATA FOR PABLA PARIKH (PABLA9570)

Date	4/1/2010
Effective date ?	
Landlord name	Rex Overstreet
Landlord company/agency name	Queen City Rental F
Landlord street address	P.O. Box 14296
Landlord city, state, ZIP	Cincinnati, OH, 452
Landlord phone	513-604-0754
Duke Energy account number	N/a
Rent amount	650.00
Rent - subsidy amount	532.00
Rent - client amount	118.00
Irregular amount paid by agency?	Yes
--> Irregular payment amount ?	343.00
--> Date irregular amount billed ?	12/12/2008
Utility subsidy allowance	00.00
Deposit paid by agency?	No
Address - street number	49570
Address - street name	Pear Dr.
Address - unit	2B
# of bedrooms	2
Address - ZIP code	45208
Rental notes	Client is moving in Dec 08. ---rea New lease signed on 12/12/08 __ DER Update 12-15-08: The client did not move until 12-12-08 because that was earliest date at which she could move. ---rea. 12-15-08

Effective Date = The date the info on the form becomes effective (first date rent is paid or date of a change)

Irregular payment amount made by agency (deposit, damage, etc.)

Date irregular amount should be billed in SPC billing.

# SPC Report Parameters

**Shelter Plus Care Monthly Billing Report**

**Report criteria**

**Start date** 3/1/2010

**End date** 3/31/2010

**Programs** (1 selected)

- BHS - SHP RRH Demo (Moderate)
- CARA - Case Management
- CARA - Services Non-housed
- CARA - Shelter Plus Care
- CHN - Ryan White Outreach (HCH)
- CILO - Intervention Program
- COC - HPRP RRH for Families (Mild)
- CRC - Respite Permanent Housing
- Demo - Permanent Supportive Housing
- DIC - Shelter Plus Care
- EX - Shelter Plus Care**
- FSFB - Permanent Housing Placement (CPT)
- FSFB - Scattered Site Permanent Housing
- GCBHS - Shelter Plus Care
- LYS - Shelter Plus Care
- OTRCH - Recovery Hotel
- TAL - Shelter Plus Care
- TM - Shelter Plus Care
- YWCA - HPRP RRH for Families (Mild)

**Grant** (all grants)

**View** (all grants)

**Run the report**

Details / client information

Must be able to run reports:

by the month,

by the sponsor,

by the grant field (grant field captured within intake details).



# Shelter Plus Care Billing

**Report results**

**1. Unit Types**

0 1 11.11% of total clients  
1 8 88.89% of total clients

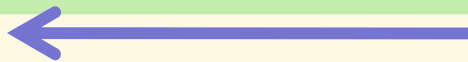


Number/size of units under lease

Counting: People who were active at any point during the date range.  
Counts unique clients active in the date range by the unit type (# of bedrooms) entered on the most recent Rental data form with an Effective date prior to the end of the report date range.

**2. Disability Types**

2. Substance abuse 9

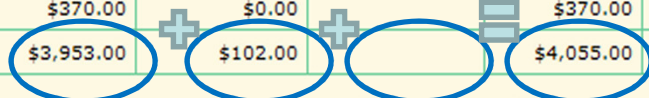


Disability Id – for grant type match

Counting: People who were active at any point during the date range.  
Clients may be reported more than once if they have multiple disabilities.

**3. Details**

CLIENT	# BR	DISABILITY	CLIENT AMT.	AGENCY AMT.	AGENCY UTILITY	AGENCY DEPOSIT	AGENCY TOTAL	CHANGE?
7190	1	Substance abuse	\$25.00	\$490.00	\$0.00		\$490.00	
7196	1	Substance abuse	\$86.00	\$389.00	\$0.00		\$389.00	
7197	1	Substance abuse	\$0.00	\$515.00	\$0.00		\$515.00	
7198	1	Substance abuse	\$0.00	\$515.00	\$0.00		\$515.00	
7201	1	Substance abuse	\$191.00	\$324.00	\$0.00		\$324.00	
7211	1	Substance abuse	\$0.00	\$405.00	\$48.00		\$453.00	
7221	1	Substance abuse	\$0.00	\$475.00	\$0.00		\$475.00	
7222	1	Substance abuse	\$0.00	\$470.00	\$54.00		\$524.00	
7230	0	Substance abuse	\$0.00	\$370.00	\$0.00		\$370.00	
<b>TOTAL</b>			\$302.00	\$3,953.00	\$102.00		\$4,055.00	



LOCCS  
Draw



Includes unique clients active in the date range with data from the most recent Rental data form with an Effective date prior to the end of the report date range.

This report completed in 0:0 minutes:seconds.



# SPC Process

On a monthly basis SPC grantees submit a report from HMIS as their financial request. The request is based on HMIS data entry (people/unit type/amounts paid)

The report contains all the information required by the grantee for the LOCCS draws.



# Annual Progress Report

## Annual Reporting

HUD requires an **Annual Progress Report** to be submitted by the grantee. Based on the regular submission of invoices from HMIS and on client level data the data portion of the APR is able to be accurately and quickly generated.



# HPRP in IDIS & QPR

HPRP Reporting → IDIS and QPR

HPRP is reported in IDIS for the purpose of drawing funds.

Data on persons served is generated in HMIS for the jurisdiction to report on the Quarterly Progress Report (QPR)



# HPRP Rental Data

▼ Add new Rental data for Sue Sally (Sue4548)

Date

4/12/2010



Rent amount

500

Address - street number 

123

Address - street name

Main Street

Address - unit

3B

Address - city, state

Cincinnati, OH

Address - ZIP code

45206

# HPRP Financial Data

▼ Add new Financial assistance for Sue Sally (Sue4548)

**Date**

**Type of assistance**  ▼

**Amount**

**Payee name**

**Address 1**

**Address 2**

**City, state, ZIP**

**Account number or address**  ?

**Verification document**  ▼

**Staff affidavit attached to Documents form**  ▼

**Lease attached to Documents form**  ▼

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**For office use only**

**Payment status**  ▼

--> **Date paid**

--> **Check number**

Drop  
Down

Rent  
Rent Arrears  
Security Deposit  
Utilities  
Utilities Arrears  
Utility Deposit  
Moving Costs

Attached on doc tab  
To be uploaded later


Yes  
No

Paid  
Denied  
Deferred




# Back up documentation

Add new Documents for Sue Sally (Sue4548)


Date  

Document type  

For office use only

Document reviewed  

Yes  
No

 Related files

Select a file from your loading dock

Select a file on your computer

File name

Description of attached document

Client ID  
Staff Affidavit  
Income Verification  
Lease  
Intent to Rent  
Utility Bill  
Eviction Notice  
Disconnect Notice  
Lead Inspection  
Housing Inspection  
Arrears Letter  
Moving Expenses  
Other



# Report

Program Name	Identifies prevention/RRH/Agency
Date requested	Date on Financial Assistance Request
Payee name	Financial assistance
Payeee matched to	Drop down was there...user added
Address 1	Check Mailing Address
Address 2	Check Mailing Address
City/state/zip	Check Mailing Address
Memo	Check Identifying Info
Type of assistance	Financial assistance
Payment amount	Financial assistance
Program total paid	Financial assistance
Approved lease	Documents tab
Client name	Basic Client Info
Funding source	Defined on intake
Document(s)	Documents tab
Date paid	Financial assistance
Check number	Financial assistance
Payment status	Financial assistance
Payment	Financial assistance
Grant	Recorded at intake



# HPRP Billing Process

Daily HPRP Financial Management pull the Funds Requested Report.

- Reviews documentation
- Reviews amount paid to documentation
- Pays bill and marks paid/denied/deferred and provides a reason.



# QPR

**Section 2: Program Performance**

**A. Number of Persons and Households Served**

**1. Total Persons and Households Served**

	Homelessness Prevention				Homeless Assistance				TOTAL				
	Persons		Households		Persons		Households		Persons		Households		
	Q	GTD	Q	GTD	Q	GTD	Q	GTD	Q	GTD	Q	GTD	
<b>Total Served</b>													

**2. Total Persons and Households Served by Service Provided**

	Homelessness Prevention				Homeless Assistance				TOTAL				
	Persons		Households		Persons		Households		Persons		Households		
	Q	GTD	Q	GTD	Q	GTD	Q	GTD	Q	GTD	Q	GTD	
<b>Financial Assistance</b>													
Rental assistance													
Security and utility deposits													
Utility payments													
Moving cost assistance													
Motel & hotel vouchers													
<b>Total-Financial Assistance</b>													
<b>Housing Relocation &amp; Stabilization Services</b>													
Case management													
Outreach and engagement													
Housing search and placement													
Legal services													
Credit repair													
<b>Total-Housing Relocation &amp; Stabilization Services</b>													



# HPRP Reporting Results

## Results:

- Data on persons served is entered into HMIS in real-time because it is required for daily billing.  
(no data no \$ reimbursement)
- Data quality increases from daily entry and quarterly QPR reporting.



# Annual Progress Report

## Annual Reporting

HUD requires an **Annual Progress Report** to be submitted by the grantee. Based on real-time data entry and client level data the data portion of the APR is able to be accurately and quickly generated.